



Tennessee Department
of Human Services

Report Card For Child Care Centers

Facility Name:

Date:

Accredited by:

DIRECTOR QUALIFICATIONS	PROFESSIONAL DEVELOPMENT <div>Qualifications of Teaching Staff* <small>Paid staff that work with children and are used to meet adult:child ratios</small></div>	COMPLIANCE HISTORY	PARENT/FAMILY INVOLVEMENT	RATIO AND GROUP SIZE	STAFF COMPENSATION	PROGRAM ASSESSMENT																											
<div><input type="checkbox"/> 20 hours of training annually, including the minimum training hours required to meet existing Department licensing requirements.</div> <div><input type="checkbox"/> 1 of the following:<div><div><div>– High school diploma or its equivalent with Child Development Associate credential or equivalent and 7 years of experience administering an early care and/or education program; or</div><div>– Associates Degree in a relevant area (including early childhood education, child development, education, liberal arts, business administration, human ecology and/or consumer sciences) and 4 years experience administering an early care and/or education program; or</div><div>– Bachelor's Degree or higher in a relevant area (including early childhood education, child development, education, liberal arts, business administration, human ecology, and/or consumer sciences) and 2 years experience administering an early care and/or education program.</div></div></div></div>	<div><input type="checkbox"/> All paid staff that work with children and are used to meet adult:child ratios have high school diploma or its equivalent.</div> <div><input type="checkbox"/> Agency has a written plan for transitioning children affected by teaching staff turnover.</div> <div><input type="checkbox"/> All teaching staff receive at least 6 hours of annual training in addition to the training required by Department licensing regulations.</div> <div><input type="checkbox"/> 50% of teaching staff have 1 of the following:<div><div><div>– 4 years experience in an early care and/or education program and documented enrollment in TECTA Orientation, a Tennessee Technology Center, or equivalent training as recognized by the Department; or</div><div>– 3 years experience in an early care and/or education program and documented enrollment in a Child Development Associate credential program or equivalent; or</div><div>– 2 years experience in an early care and/or education program and a Child Development Associate credential or equivalent; or</div><div>– 1 year experience in an early care and/or education program and Associate's Degree in a relevant field; or</div><div>– Bachelor's Degree or higher in a relevant field.</div></div></div></div>	<div><input type="checkbox"/> During the previous licensing year, the agency shall not have been placed on probation, or had all or any part of its license suspended, or received a major civil penalty, or received more than 3 minor civil penalties.</div>	<div><input type="checkbox"/> Provides a bulletin board for communications/announcements to parents.</div> <div><input type="checkbox"/> Offers 1 group parent meeting per licensing year to all families receiving service.</div> <div><input type="checkbox"/> Offers 1 parent/teacher conference per year for each child receiving service.</div> <div><input type="checkbox"/> Provides a monthly newsletter designed for parents.</div> <div><input type="checkbox"/> Offers 1 parent educational workshop per licensing year for all families receiving service.</div> <div><input type="checkbox"/> Maintains a Parent Advisory Council which meets at least 2 times per year.</div>	<div><input type="checkbox"/> *Meets the following ratios and group sizes:</div> <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Infant</td><td>1:4</td><td>8</td></tr><tr><td>Toddler</td><td>1:4</td><td>12</td></tr><tr><td>2 yrs.</td><td>1:5</td><td>10</td></tr><tr><td>3 yrs.</td><td>1:8</td><td>16</td></tr><tr><td>4 yrs.)</td><td>1:13</td><td>20</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:15</td><td>20</td></tr><tr><td>K-8 yrs.</td><td>1:17</td><td>25</td></tr><tr><td>9-12 yrs.</td><td>1:19</td><td>25</td></tr></tbody></table> <div>*ADULT:CHILD RATIOS IN MULTI-AGE GROUPING The adult:child ratio in a multi-age grouping shall be determined by the age of the majority of the children in the group unless the group contains an infant, in which case the adult:child ratio for infants shall always be maintained. If the ages of the children are evenly divided and thus there is no majority age, the adult:child ratio for the group shall be set by the adult:child ratio required in a single age grouping of the youngest child in the group.</div>	Age	A:C Ratio	Group Size	Infant	1:4	8	Toddler	1:4	12	2 yrs.	1:5	10	3 yrs.	1:8	16	4 yrs.)	1:13	20	5 yrs. (not in kindergarten)	1:15	20	K-8 yrs.	1:17	25	9-12 yrs.	1:19	25	<div><input type="checkbox"/> Provides an employee pay scale for all staff.</div> <div><input type="checkbox"/> Provides a pay scale for teaching staff that is related to the employee's education, training, and experience in child care/ education.</div> <div><input type="checkbox"/> Provides at least 4 of the following employee benefits listed below:<div><div><div>– Payment of individual professional membership or association fees;</div><div>– Insurance supplement;</div><div>– Paid leave (e.g. sick, vacation, holiday, personal, family, bereavement);</div><div>– Reduced fee to staff for child care services;</div><div>– Money or Cash Equivalent bonuses (e.g. Gift Cards);</div><div>– Insurance (e.g. health, life, accident, disability, dental, vision);</div><div>– Tuition for academic education;</div><div>– Paid participation in staff development/ training (within federal & state labor and work laws);</div><div>– Retirement fund (e.g. 401k);</div><div>– Flextime(within federal & state labor and work laws);</div><div>– Differential shift pay.</div></div></div></div>	<div>The Program Assessment is an on-site evaluation by a trained observer, in selected rooms or groups of children, of programming, activities, materials, and children's interactions with staff and each other. The assessor uses a scale (checklist) that indicates the level of quality in those rooms or groups.</div> <div>During the first year of the Report Card Evaluation Program–October 1, 2001 to September 30, 2002–the results of the assessment will not be recorded on the Report Card.</div>
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<div><input type="checkbox"/> High school diploma or its equivalent.</div> <div><input type="checkbox"/> 30 hours of pre-service orientation training, including age specific training, inclusion of children with special needs and business/ management administration.</div> <div><input type="checkbox"/> 8 years of experience in early care and/or education, with 4 years experience administering an early care and/or education program.</div>	<div><input type="checkbox"/> All paid staff that work with children and are used to meet adult:child ratios have high school diploma or its equivalent.</div> <div><input type="checkbox"/> 25% of teaching staff have 1 of the following:<div><div><div>– 3 years of experience in early care and/or education and 30 hours of training through TECTA Orientation, a Tennessee Technology Center, or, as recognized by the Department, equivalent training on a standardized curriculum specific to age group/setting which includes working with children with special needs, or documented enrollment therein; or</div><div>– Instructor documentation of enrollment in a Child Development Associate program.</div></div></div></div> <div><input type="checkbox"/> All teaching staff receive annually a minimum of 3 hours training in excess of the training hours required by Department regulations.</div>	<div><input type="checkbox"/> During the previous licensing year, the agency shall not have been placed on probation, or had all or any part of its license suspended, or received a major civil penalty, or received more than 4 minor civil penalties.</div>	<div><input type="checkbox"/> Provides a bulletin board for communications/announcements to parents.</div> <div><input type="checkbox"/> Offers 1 group parent meeting per licensing year to all families receiving service.</div> <div><input type="checkbox"/> Provides a quarterly newsletter designed for parents.</div> <div><input type="checkbox"/> Offers 1 parent/teacher conference per year for each child receiving service.</div>	<div><input type="checkbox"/> *Meets the following ratios and group sizes:</div> <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Infant</td><td>1:4</td><td>8</td></tr><tr><td>Toddler</td><td>1:5</td><td>10</td></tr><tr><td>2 yrs.</td><td>1:6</td><td>12</td></tr><tr><td>3 yrs.</td><td>1:9</td><td>18</td></tr><tr><td>4 yrs.</td><td>1:15</td><td>20</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:19</td><td>20</td></tr><tr><td>K-8 yrs.</td><td>1:18</td><td>25</td></tr><tr><td>9-12 yrs.</td><td>1:20</td><td>25</td></tr></tbody></table> <div>*ADULT:CHILD RATIOS IN MULTI-AGE GROUPING The adult:child ratio in a multi-age grouping shall be determined by the age of the majority of the children in the group unless the group contains an infant, in which case the adult:child ratio for infants shall always be maintained. If the ages of the children are evenly divided and thus there is no majority age, the adult:child ratio for the group shall be set by the adult:child ratio required in a single age grouping of the youngest child in the group.</div>	Age	A:C Ratio	Group Size	Infant	1:4	8	Toddler	1:5	10	2 yrs.	1:6	12	3 yrs.	1:9	18	4 yrs.	1:15	20	5 yrs. (not in kindergarten)	1:19	20	K-8 yrs.	1:18	25	9-12 yrs.	1:20	25	<div><input type="checkbox"/> Provides an employee pay scale for teaching staff.</div> <div><input type="checkbox"/> Provides at least 3 of the following employee benefits listed below:<div><div><div>– Payment of individual professional membership or association fees;</div><div>– Insurance supplement;</div><div>– Paid leave (e.g. sick, vacation, holiday, personal, family, bereavement);</div><div>– Reduced fee to staff for child care services;</div><div>– Money or Cash Equivalent bonuses (e.g. Gift Cards);</div><div>– Insurance (e.g. health, life, accident, disability, dental, vision);</div><div>– Tuition for academic education;</div><div>– Paid participation in staff development/ training (within federal & state labor and work laws);</div><div>– Retirement fund (e.g. 401k);</div><div>– Flextime(within federal & state labor and work laws);</div><div>– Differential shift pay.</div></div></div></div>	
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<div><input type="checkbox"/> High school diploma and 4 years full-time work experience with young children.</div> <div><input type="checkbox"/> 4 hours of pre-employment training.</div> <div><input type="checkbox"/> 30 hours TECTA (Tennessee Early Childhood Training Alliance) or comparable training, or 4 years of college and one year full-time work experience with young children; or 2 years of college with at least 30 hours in business or management, child or youth development, early childhood education or related field, and 2 years full-time work experience with young children; or was employed as an on-site director or child care agency owner as of July 1, 2000.</div>	<div><input type="checkbox"/> First year: Completion of 18 hours of in-service training including 2 hours of pre-service training within the first 30 days, an additional 6 hours within the first 6 months, and the remaining 10 hours before the end of the first year.</div> <div><input type="checkbox"/> After first year: Completion of 12 hours of training annually.</div> <div>RELEVANT FIELD A degree in early childhood education, child development, education, liberal arts, business administration, human ecology and/or consumer sciences, or a degree in any field with a minimum of 6 semester hours in any of the fields listed herein.</div> <div>*Exception for supervised students in a co-op program</div>	<div><input type="checkbox"/> Agency is currently licensed.</div>	<div><input type="checkbox"/> Provides written policies and procedures at time of admission.</div> <div><input type="checkbox"/> Requires preenrollment visit by parent or designee.</div> <div><input type="checkbox"/> Maintains a plan for regular and ongoing communication with parents concerning curriculum, changes in personnel, planned changes affecting children's routine care.</div> <div><input type="checkbox"/> Conducts an awareness program for parents once a year that includes a child abuse prevention component, with information on the detection, reporting, and prevention of child abuse in centers and in the home.</div>	<div><input type="checkbox"/> Required ratios and group sizes (Single Age Grouping):</div> <table><thead><tr><th>Age</th><th>A:C Ratio</th><th>Group Size</th></tr></thead><tbody><tr><td>Infant</td><td>1:4</td><td>8</td></tr><tr><td>Toddler</td><td>1:7</td><td>14</td></tr><tr><td>2 yrs.</td><td>1:8</td><td>16</td></tr><tr><td>3 yrs.</td><td>1:10</td><td>20</td></tr><tr><td>4 yrs.</td><td>1:15</td><td>20</td></tr><tr><td>5 yrs. (not in kindergarten)</td><td>1:20</td><td>20</td></tr><tr><td>K & Above</td><td>1:25</td><td>25</td></tr></tbody></table>	Age	A:C Ratio	Group Size	Infant	1:4	8	Toddler	1:7	14	2 yrs.	1:8	16	3 yrs.	1:10	20	4 yrs.	1:15	20	5 yrs. (not in kindergarten)	1:20	20	K & Above	1:25	25	<div><input type="checkbox"/> No minimum licensing standard.</div>	No minimum licensing standard.			
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HIGHER QUALITY STANDARDS

BETTER

MINIMUM STANDARDS